



OPEN EXAMINATION BULLETIN
PUBLIC HEALTH NUTRITION
CONSULTANT III (SPECIALIST)
CONTINUOUS TESTING

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY: Applications are available and may be filed in person or by mail with:
DEPARTMENT OF HEALTH SERVICES
WIC Supplemental Nutrition Branch
3901 Lennane Drive
SACRAMENTO, CA 94234-7320
(916) 928-8641
TDD (916) 657-3042

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
To learn more about the job and testing arrangements, contact the testing office shown above.

CROSS FILING: If you meet the entrance requirements for this class and for **Public Health Nutrition Consultant II/III (Sup)** scheduled at the same time, you may file for all examinations on a single application. Indicate the class title(s) for which you are applying in the appropriate section of the supplemental application.

FINAL FILING DATE: There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES: \$4389-\$5485 per month

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Positions at this level function as the non-supervisory technical specialist in a difficult, complex, and/or sensitive program and policy development role, and are those where the level of expertise required is definably greater than the journey level. Incumbents serve as highly skilled technical program consultants or as recognized authorities in areas of extreme sensitivity or complexity, or in areas of high specialization. Incumbents have statewide responsibility for the nutrition and related components of a major statewide project or program and may have coordinating or lead responsibility for nutrition and other professional-technical health staff. The policy and/or program development responsibility at this level has significant impact on health programs of local, State, or Federal agencies. It has the potential for resulting in establishment of new programs, or major modification of existing programs. Under general direction incumbents provide the most complex consultation; develop, plan, organize, coordinate, implement, and evaluate the nutrition and related components of major statewide projects or programs; evaluate and ensure statewide program consistency; provide professional and administrative guidance to program/project staff in a lead capacity; propose and develop programs, legislation, regulations, policy, and procedures; and other related work.

Positions exist with the Department of Health Services and the Department of Aging.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), (and range if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

EITHER I

Two years of experience performing the duties of a Public Health Nutrition Consultant II in California state service.

OR II

EXPERIENCE: Four years of increasingly responsible professional experience gained after obtaining eligibility for registration with the Commission on Dietetic Registration of the American Dietetic Association in nutrition or dietetics, at least two years of which shall have been as a nutrition consultant in a public health agency or as an institutional dietary consultant. (Experience gained in California state service applied toward this pattern must include two years performing duties comparable to the Public Health Nutrition Consultant II.)

And

EDUCATION: Possession of a Master's Degree in Nutrition, Dietetics, Institutional Management, Public Health Nutrition, or other nutrition field. Possession of a valid certificate of registration with the Commission of Dietetic Registration of the American Dietetic Association. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.)

NOTE: Applications must show the date of the applicant's notice of eligibility for registration from the Commission on Dietetic Registration, the registration number, title, and expiration date. Applications/resumes received without this information will be rejected.

DESIRABLE CHARACTERISTICS: Willingness to travel in an assigned area or throughout the State, work irregular hours, and possession of a valid driver's license.

EXAMINATION INFORMATION: This examination will consist of a supplemental application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. No interviews will be conducted as part of the examination process.

SCOPE: In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Principles, techniques and practices of normal and therapeutic nutrition as related to individual and public health; and recommended food requirements based on body needs for different age and occupational groups, expectant mothers, and others with special food requirements.
2. Nutrition education program development and implementation, which includes the design, monitoring and evaluation of all aspects of a public education effort.
3. Community health organizations, resources and current factors (such as social, cultural, environmental and economic) pertaining to public health and health care delivery systems.
4. Principles, techniques and practices of nutrition surveillance, nutrition investigations, dietary studies, and public health program planning.
5. Principles, techniques and practices of technical assistance and consultation to a variety of health professional disciplines including medical officers, administrators, nurses, health educators, dietitians and other health care providers.
6. Public health and institutional health care policy and procedure development, including federal, delivery and food assistance programs.
7. Current trends in public health nutrition, clinical nutrition and nutrition service delivery.
8. Principles of food safety, sanitation, institutional management and operation and design related to food service in group feeding programs or facilities such as nursing homes and hospitals.
9. Legislative process, principles and practices of public health administration and quality assurance methodology.
10. In-depth knowledge of nutrition in one or more specialty area(s) such as an age group or physiological condition or nutrition services management in institutions.
11. Management problem-solving methods.
12. Interagency and interdisciplinary relationships.
13. Current trends in the fields of nutrition and health care services.

ABILITY TO:

1. Apply the principles, techniques and practices of nutrition to public health programs and health care services.
2. Provide expert technical direction, training and consultation to administrative, medical and related professional disciplines on current nutrition principles and application to public health programs and institutional health care services.
3. Develop, implement and evaluate nutrition education programs based on the specific needs of the targeted audience.
4. Evaluate menus and diets based on therapeutic and public health guidelines.
5. Work independently and communicate effectively, both verbally and in writing.
6. Develop and analyze proposed legislation, regulations and health program policies and procedures.
7. Develop and recommend alternative actions relating to a variety of nutrition issues, program activities, staffing and budget.
8. Investigate complaints, issues, situations and problems and make appropriate recommendations.
9. Monitor and evaluate dietary and nutrition services in a variety of health care community settings.
10. Establish and maintain productive working relationships with other health disciplines, agencies, organizations and the public.
11. Ability to apply in-depth nutrition knowledge in a specialized public health program area.
12. Develop, implement, and evaluate the most complex, controversial, sensitive, and/or difficult programs, studies, and projects.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

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The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From VOICE TELEPHONE: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379